



AUGUST 2021

## Position Description: Accounts Receivable Clerk

Are you someone who is passionate about health care and education? The Physician Assistant Education Association (PAEA) is committed to transforming PA education and health care by leading and serving the PA educational community. As the national leader in PA education, the Association delivers a large array of educational resources, products, and services specifically designed to meet the emerging needs of PA programs. Currently, the Association is seeking a part-time accounts receivable clerk. This position will be hybrid, with both in-office requirements (based in our Washington, DC office) and remote work opportunities.

*Because this position may be exposed to sensitive and confidential information on a daily basis, this individual is responsible for maintaining the confidentiality that knowledge of such warrants.*

### **Responsibilities**

- Process payments from customers
- Post payments by recording cash, checks, and credit card transactions
- Posts revenues by verifying and entering transactions from lock box/deposits.
- Conduct monthly reconciliations from accounts to general ledger
- Updates receivables by totaling unpaid invoices.
- Verifies validity of account discrepancies by obtaining and investigating information from sales, and from customers
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing report.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities.



- Accomplishes accounting and organization mission by completing related results as needed.
- Review invoices for accuracy
- Send invoices to customers and clients. Assist new and existing customers with PO and invoicing issues
- Reach out to customers who have past due payments
- Maintain customer files and record payment information, including W-9s.
- Communicate with Project Managers to ensure accurate invoicing and financial reporting
- Answer billing related questions to Project Managers as well as outside customers
- Serve as a backup/cross train with Accounts Payable Clerk
- Other duties as assigned.

#### Skills and Qualifications:

- High school diploma or GED certificate
- Bachelor's degree in finance or accounting preferred
- Proficiency in Microsoft Word, Excel, and Outlook
- 3 years previous experience in accounts payable or receivable a plus
- Customer service skills